

COUNCIL COMMUNICATION

TO: THE CITY COUNCIL
FROM: THE CITY MANAGER'S OFFICE

COUNCIL MEETING DATE:
December 20, 1989

SUBJECT: New Class Specification

PREPARED BY: Personnel Director

RECOMMENDED ACTION: That the City Council approve the new class specification
(Resolution 89-184) for:

Equipment Parts Coordinator

BACKGROUND INFORMATION:

This new class specification is established to more effectively staff the City's automotive and equipment maintenance shop. As the fleet and its maintenance activities have increased, the purchase and inventory demands for parts have risen dramatically. An Equipment Parts Coordinator will effectively meet this need.

This is a routine action with fiscal appropriation provided in the 89-90 budget. This classification is assigned to the IBEW Maintenance and Operators Unit with salary range \$1730 - \$2104.

The Public Works Director concurs with this new classification and salary range.

Respectfully Submitted,



Joanne Narloch
Personnel Director

JN/la
Attachments
COUNCO13/TXTA.04P

RESOLUTION NO. 89-184

A RESOLUTION OF THE LODI CITY COUNCIL
APPROVING NEW CLASS SPECIFICATIONS
FOR EQUIPMENT PARTS COORDINATOR

RESOLVED, that the City Council of the City of Lodi does hereby approve the new class specifications for Equipment Parts Coordinator, as shown on Exhibit attached hereto and thereby made a part hereof.

FURTHER RESOLVED, that this classification is assigned to the IBEW Intenance and Operators Unit with salary range \$1,730 - \$2,104.

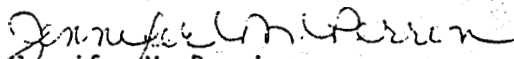
Dated: December 20, 1989

I hereby certify that Resolution No. 89-184 was passed and adopted by the City Council of the City of Lodi in a regular meeting held December 20, 1989 by the following vote:

Aye: Council Members - Hinchman, Olson, Pinkerton and Snider (Mayor)

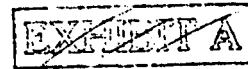
Noes: Court Members - None

Absent: Court Members - Reid



Deputy City Clerk

for Alice M. Reimche
City Clerk



December 1989

CITY OF LODI

Equipment Parts Coordinator

DEFINITION:

Under general supervision, orders, receives, issues and maintains inventory of automotive equipment parts, accessories and related equipment; identifies correct parts and issues to mechanics; performs related work as assigned.

DISTINGUISHING CHARACTERISTICS:

This is a skilled, working level class in which incumbents perform a full range of duties specifically related to ordering, issuing and maintaining automotive parts, equipment, other related parts and supplies.

EXAMPLES OF DUTIES: Duties may include but are not limited to the following:

- Orders, receives and maintains equipment parts, accessories, supplies and special tools used in the maintenances, service and repair of the City's vehicles and equipment.
- Issues and distributes parts and supplies; determines availability of parts and estimated delivery time; receives and fills requisitions for specialized orders.
- Maintains and uses ongoing records of purchase orders; arranges and coordinates pick-up and delivery of orders; maintains continuous contact with inventory suppliers and vendors.
- Researches and locates sources for non-standard parts and special tools; determines feasibility of substituting parts on the basis of knowledge of interchangeability of such parts.
- Identifies and selects parts and tools as described and requested by mechanics and other departments.
- Inspects parts, supplies and equipment for quality, quantity and correctness; verifies and checks items received against parts catalogs and manufacturer's identification, model or parts number.
- Maintains a manual or computer record system on parts, and supplies.
- Makes periodic parts rooms inventory, fuel and oil supplies inventory and maintains minimum supply levels on the basis of operational needs.
- Determines, schedules and arranges delivery, location and layout of stock in storage areas; maintains storage areas in a clean and orderly condition.
- Researches costs; provides information to mechanics and supervisor.
- Utilizes parts catalogs and repair manuals and tracking system for parts maintenance and control; maintains operating records and files.
- Completes, prepares and maintains routine forms, documents and reports; prepares brief statistical summaries and reports; enters and retrieves data from a computer terminal.

CITY OF LODI
Equipment Parts Coordinator

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MINIMUM QUALIFICATIONS:

Knowledge of:

Parts, tools and equipment used in the maintenance and repair of gasoline and diesel powered vehicles and equipment.
Standard vehicle and automotive equipment repair and maintenance procedures.
Stock and inventory control, including requisitioning, receiving, storing and issuing.
Operation of standard storeroom equipment including calculators and microcomputers.
Basic purchasing procedures; shop arithmetic.

Skill to:

Coordinate the ordering and issuing of automotive parts in a timely manner.
Understand and follow technical oral and written instructions.
Exercise independent judgment and initiative without close supervision.
Prepare and maintain a wide variety of accurate records and reports.
Establish and maintain an effective working relationship, with those contacted in the course of the work.

EDUCATION AND EXPERIENCE

Any equivalent combination of experience and education that would likely provide the required knowledge and abilities would be:

Education:

Equivalent to graduation from high school

Experience

~ years of experience in mechanical work or equipment warehouse or parts supply work which will have provided a knowledge of aut ed equipment parts and supplies.

LICENSES AND CERTIFICATES:

Possession of a valid Driver's License (Class C or 3) from the California Department of Motor Vehicles.